

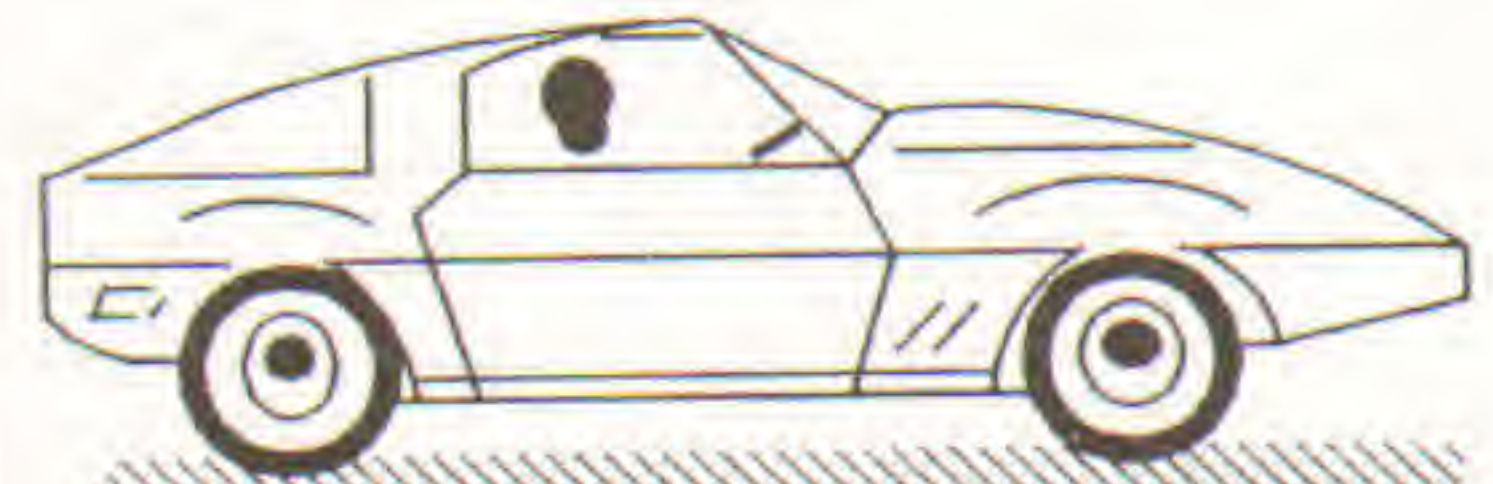
•• AUTO BODY ••

TOWNSEND FORD MOVES AHEAD WITH CO-OP STUDENTS

Townsend Ford Co. of Tuscaloosa has thrown its hat into the co-op arena. Shelton's co-op auto body repair students are now gaining valuable work experience in one of Tuscaloosa's largest auto dealerships. Working under the instructions of Townsend's auto body repair managers and the college classroom instructors, co-op auto body students are able to gain a sense of the realities in the work world.

Auto body repair is one of the top occupations in the technical education field. Due to America's love affair with cars, and to the large number of cars on the highway, it is reasonable to assume that auto body repair will continue to be in great demand. Recognizing this fact, Townsend Ford is moving ahead by assisting in the training of future employees in this all important field.

Using co-op students can help any employer prepare for tomorrow's business.



*"Employers should participate
in the training of
America's future workers"*

Leon Tucker
Auto Body Repair Mgr.



L to R: Townsend's Auto Body Mgr., Leon Tucker demonstrate the finer points of auto repair work to co-op student Lance Hall



●● MASONRY ●●



CORNERSTONE MASONRY CO. EMPLOYS CO-OP ●●●● STUDENTS ●●●●



*Fredd campus co-op students are busy building
Greene County's new courthouse*



When Cornerstone Masonry Company of Tuscaloosa received the bid to perform the masonry work on Greene County's new courthouse, the company owner, Victor Walker immediately created co-op slots for masonry students.

Mr. Walker, a former masonry student, recognizes the importance of students receiving practical work experience outside the classroom.

Co-op students working with Cornerstone are involved with the construction of the new 1.2 million dollar Greene County Courthouse building in Eutaw, Ala. The general contractor for the project is Campbell Construction Co. of Tuscaloosa.

Masonry students work on the parallel co-op program. This arrangement permits students to attend classes part of the day and work on their co-op jobs after classes.



Office Administration



TYREE INSURANCE AGENCY BECOMES CO-OP EMPLOYER

*Insurance Co. creates opportunity for
Office Administration students*



Tyree Insurance Agency of Tuscaloosa recently created a co-op employment opportunity by hiring Shelton's office administration co-op student Angela Jones. Ms. Jones provides secretarial services to E.C. Brasfield's Accountant Services, Matthews Accountant Services and Tyree Insurance Agency. She continues her studies on Shelton's Skyland Campus at night. Office Administration studies prepares a student for a variety of office related jobs. It is predicted to be in heavy demand well into the next century.

At the agency, Ms. Jones uses the latest in computer technology and record keeping systems to serve the company's clientele. Tyree Insurance is one of the top insurance agencies in the West Central Alabama area.



R to L : O.C. Tyree, owner of Tyree Insurance Co. gives instructions to co-op student Angela Jones of Shelton's Skyland campus



ATTENTION !!
Shelton State Community College Students
DARE TO BE DIFFERENT

Become a co-op student

Contact the Cooperative Education Office

758 - 3361

(Fredd campus)



A good idea



A good idea

• **INTERVIEWING TIPS** •



***** Co-op Job Interviewing Tips *****

HOW TO DRESS FOR THE JOB INTERVIEW



1. Clothes should be neatly pressed so they have a crisp, clean appearance.
2. Avoid flashy colors.
3. Hair should be attractively styled.
4. Business clothes are always in good taste for men or women.
5. Perfume or cologne should be used in moderation.



HOW TO CONDUCT YOURSELF IN THE INTERVIEW



1. Smile and give name distinctly when greeting the interviewer.
2. Look directly at the interviewer when speaking, but don't stare.
3. Use a firm handshake, but do not crush the person's hand.
4. Speak in a positive manner.
5. Address the interviewer by his or her last name.

Questions Most Often Asked During the Interview



1. Tell me something about yourself? (panic time)
2. What do you consider your strong points to be?
3. What are your short and long term goals?
4. What salary do you expect?
5. Why do you want to work for this company?



***Employers
Use Co-op Students
And Watch
Your Business Grow....***



SHELTON STATE COMMUNITY COLLEGE

Fredd Campus Cooperative Education Program

Cooperative Education (co-op) is an instruction plan that allows students to combine periods of study with periods of meaningful, related work experience in business and industry.

*For More Information
Write or Call :*